

**Teaching Assistant Person Specification**

| Attribute | Essential | Desirable | Method of Assessment |
| --- | --- | --- | --- |
| Experience | * At least 2 years TA or other relevant experience | * SEN Teaching Experience | * Letter of application * References * Interview |
| Practical Skills | * Good organisation and an ability to prioritise * High Standard of Practice. | * Understanding of IEPS and Statements | * Letter of application * References * Interview |
| Communication | * Excellent written and verbal communication skills |  | * Letter of application * References * Qualifications |
| Personal Qualities | * Ability to maintain confidentiality * Ability to work under pressure * Diplomatic * Tactful * Excellent time management | * Personable and welcoming | * Interview * References |
| Strategic Thinking | * Problem solver, strategic thinker and planner * Ability to contribute to Staff team |  | * Letter of application * References * interview |
| Technology / IT Skills | * ICT expertise and skills |  | * Application * References |
| Education and Training | * Minimum Level 2 Teaching and learning or equivalent | * SEN Qualification | * Letter of application * References * Qualifications |
| Equal Opportunities | * Stepping Stones and it’s staff have a obligation to implement anti-discriminatory and equal opportunities when carrying out their duties * Knowledge and understanding of equal opportunities legislation * Sympathy for the needs of students and families |  | * Letter of application * References * Interview |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary |  | * Interview * Medical |
| Other relevant factors | * Commit and conform to Stepping Stones values and aims * Flexibility concerning hours |  | * Letter of application * References * Interview |